





PROGRESS IN MOTION

Fall 2011 City Hall 101

Class 10 - Session 1
September 12, 2011



PROGRESS IN MOTION

Fall 2011 Schedule

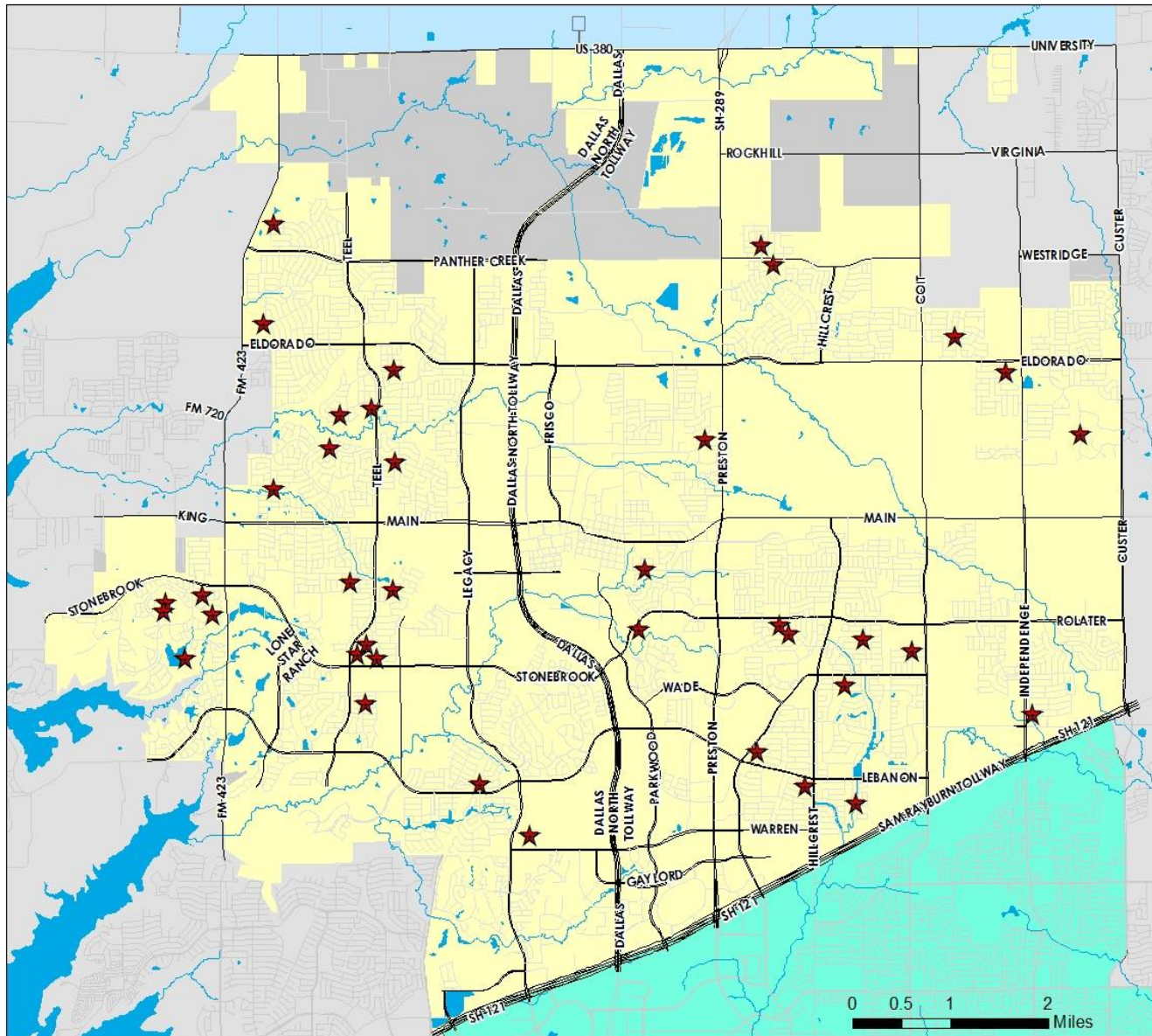
9-12-11	City Overview/City Secretary	Chambers
9-19-11	Development Services	McCallum
9-26-11	Police Department	Police Station
10-03-11	Engineering/Capital Projects	McCallum
10-10-11	Parks and Recreation/Heritage Center	Senior Center
10-17-11	Fire Department	Central Fire
10-24-11	Public Works	Research Rd.
10-31-11	Frisco ISD	CATE Center
11-07-11	Finance, HR, Administrative Services	McCallum
11-14-11	CVB, EDC, CDC and Public Art	Chambers
11-21-11	Housing and Grants, Library	Library
11-28-11	IT/GIS/Engineering	McCallum
12-05-11	Communications, Boards and Commissions, Graduation!	Chambers

City Hall 101

Fall 2011

Legend

- ★ Students
- Major Roads
- Minor Roads
- Lakes & Streams
- Frisco City Limits
- Frisco ETJ
- Prosper
- Plano





PROGRESS IN MOTION

Class 10

Introductions



PROGRESS IN MOTION

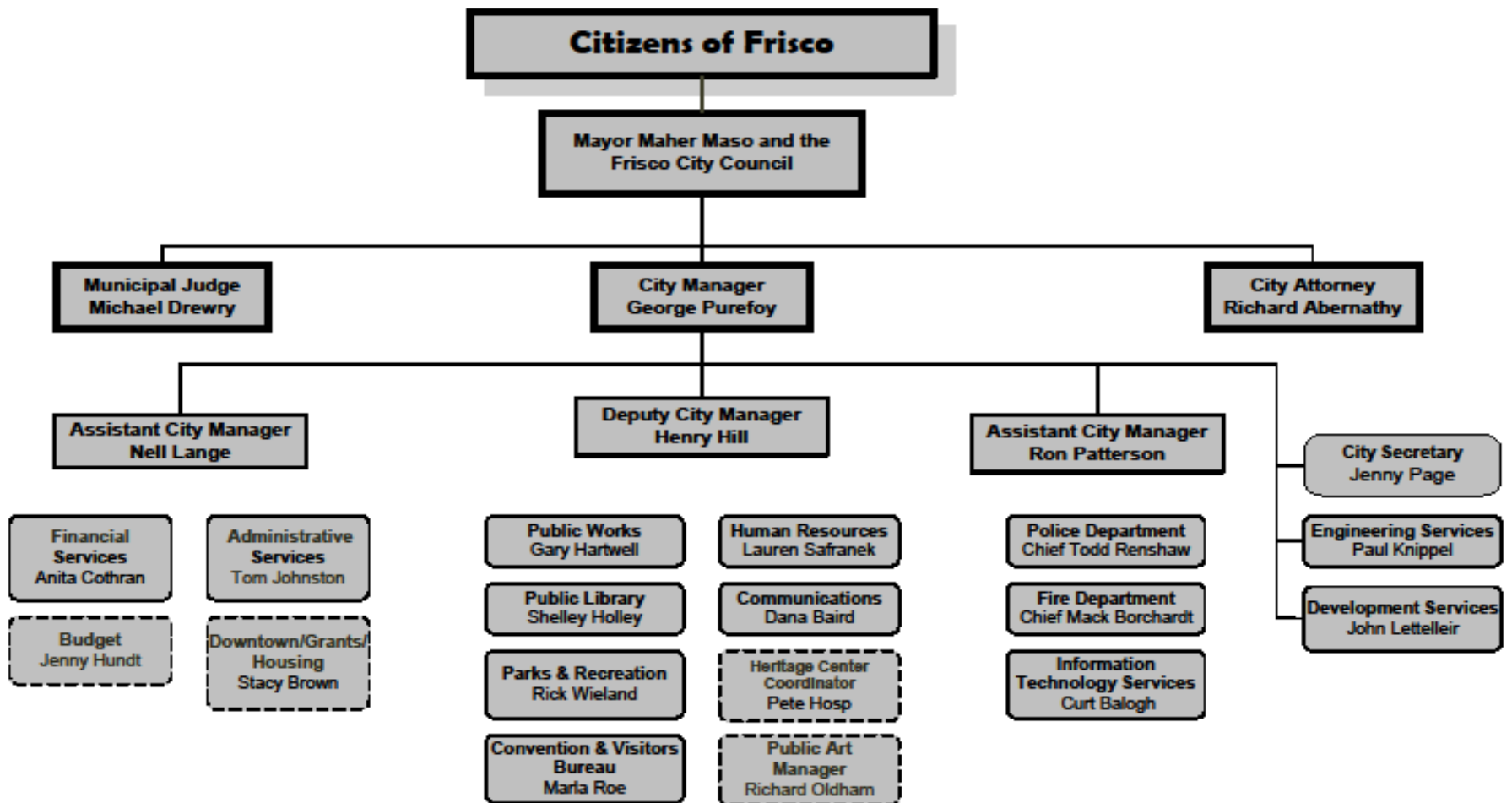
Home Rule Charter

- **US Constitution provides sovereign power to the federal government and the states.**
- **Local governments come into being only at will of states.**
- **Home Rule = Achievement of statutory and constitutional provisions allowing municipalities to exercise powers of local self-government.**



Frisco City Charter

- **Municipalities are legally established through a state-granted charter of incorporation.**
- **Have only powers granted by states.**
- **Council-Manager model of Government**





PROGRESS IN MOTION

Role of the Mayor

- **Head of City Government**
- **Chair Council Meetings**
- **Bring Council to decisions**
- **Represent city at all local, state and national events**
- **Spokesperson for the City to the media**
- **Meet with Business Leaders and future businesses looking to move to Frisco**



PROGRESS IN MOTION

- **Communication with Citizenry**
 - **Mayors Message-Focal Point Newsletter**
 - **Mayors Corner-Interview City Leaders, Staff and Organizations-Cable TV**
 - **Citywide Town Hall Meetings**
 - **“Coffee with the Mayor”**
 - **Phone, Letters, e-mails 60-100 per day or more**
 - **Live Streaming & on-demand video of meetings & shows**
- **Monthly Meetings**
 - **Metroplex Mayors**
 - **Dallas Regional Mobility Coalition**
 - **Tex-21 Executive Committee**
 - **North Texas Commission**
 - **Four City Collin County Mayors Meeting-as called**
 - **Three City Arts District-Mayors Meeting**
 - **Frisco Square Management District**
 - **Regional Transportation Council (RTC)**



PROGRESS IN MOTION

- **Other meetings as required**
 - **NTTA**
 - **TxDot**
 - **Collin County Commissioners**
 - **Denton County Commissioners**
 - **Mayors of Other Cities on issues**
 - **State Legislators**
 - **U.S. Senators or Representatives**
 - **Arts of Collin County Commission and Foundation**



PROGRESS IN MOTION

- **Meetings with Communities & individual residents**
 - **Bi-annual HOA Presidents Roundtables**
 - **Special called meetings**
 - **Lunch or breakfast meetings with citizens**
- **Business Meetings**
 - **Frisco prospective companies**
 - **Quarterly Executive Briefing Meetings**
 - **Lunch and Breakfast meetings with major company executives**
 - **BREP and Chamber of Commerce Presentations**
 - **Meetings with the Economic Development Corporation**



PROGRESS IN MOTION

- **Other Activities and Meetings**
 - **New business ribbon cuttings or ground breakings**
 - **Presentations to students – Elementary, Middle and High Schools**
 - **Meetings with Cities and Sports Organizations looking at Frisco Venues**
 - **Community Parade Committee**
 - **Memorial Day Event Committee**
 - **Fusion Event**
 - **Meetings with Downtown Merchants Organization & Downtown Advisory Board**
 - **MSPAC- Mayors Special Projects Advisory Committees**
- **Review of the City Manager, City Secretary, City Attorney and Judge**



PROGRESS IN MOTION

Role of the City Council

- **Responsible for the long-term visioning and planning of the City.**
- **Official Governing Body of the City.**
- **Legislative authority for City Ordinances and resolutions.**
- **Represents the City at various functions and events.**
- **Representatives of and accountable to the Citizens through elections.**

CITY COUNCIL STRATEGIC FOCUS AREAS

- 
- A painting of two cowboys on horseback chasing a red bull in a desert landscape. The cowboys are on the left, riding horses and swinging lasso. The bull is on the right, running towards them. The background shows a vast, hilly desert under a blue sky.
- 1. Long Term Financial Health**
 - 2. Public Health and Safety**
 - 3. Community Infrastructure**
 - 4. Unique Sustainable City**
 - 5. Excellence in City Government**
 - 6. Leisure and Culture**
 - 7. Civic Involvement**



PROGRESS IN MOTION

Role of the City Manager

- **Responsible for the day-to-day City operations.**
- **Administration of laws and policies of the City Council.**
- **Responsible for the management and administration of the annual budget.**
- **Accountable to/Appointed by the City Council.**



FRISCO

FRISCO
THE
FASTEST
GROWING
CITY
IN AMERICA



Denton and Collin County

71 square miles

**Bordered by McKinney, Plano, Allen,
Little Elm, The Colony, and
Prosper**

August 1st Population: 122,107

48% Developed

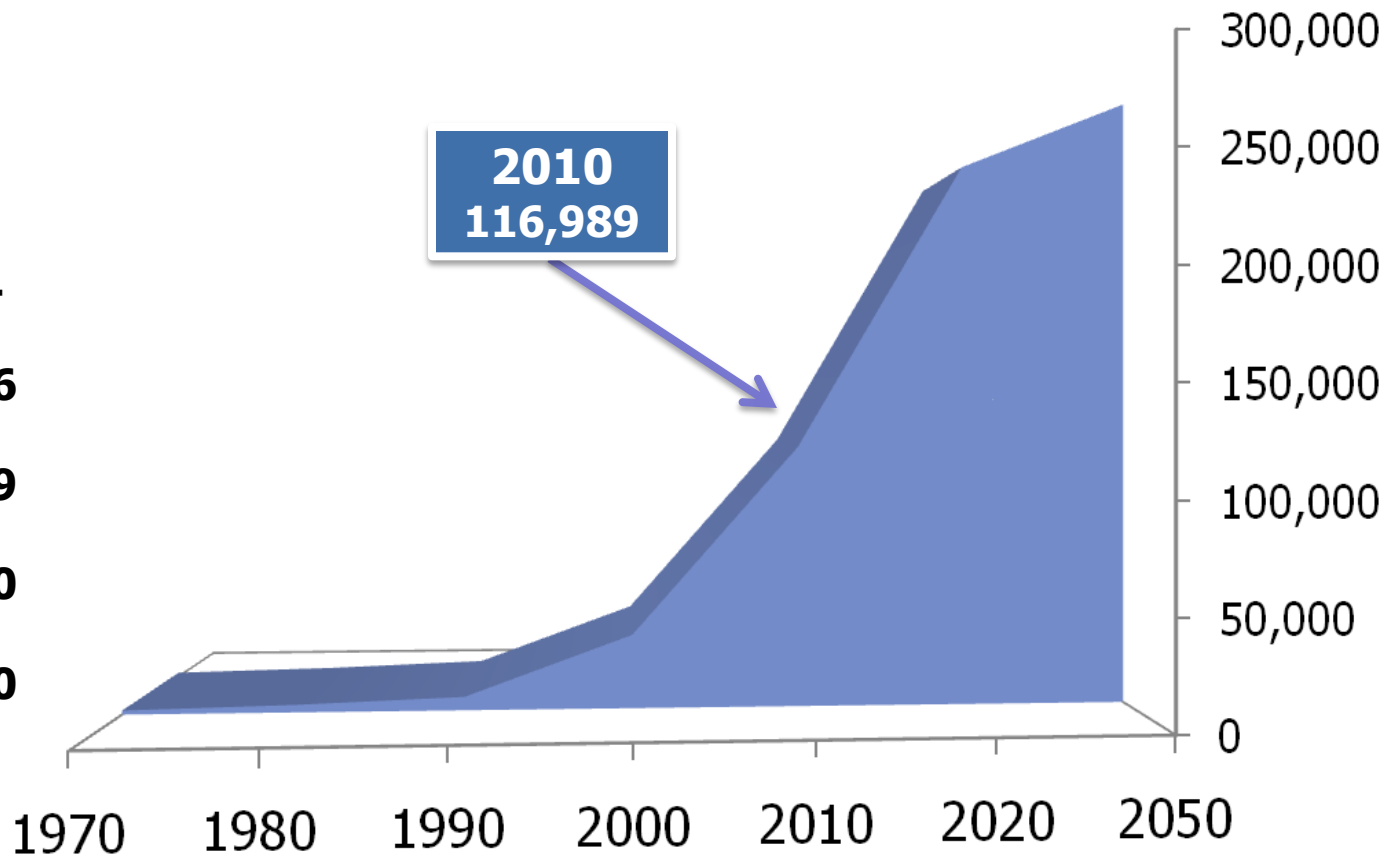
Total Taxable Value: \$13.958

Employees: 1,158 Positions in FY'12

Frisco's Population

Year Residents

1970	1,845
1980	3,420
1990	6,138
2000	33,714
2009	106,036
2010	116,989
2020	148,000
2050	280,000



FRISCO

Forbes.com

1,000

Twitter Follow Us
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TAKE ACTION.

Volunteers >

SEARCH.

FriscoTexas.gov

VISIT.

Texas Rising Star >

HOME WHY FRISCO BUSINESS CLIMATE INCENTIVES REAL ESTATE NEWS CONTACT US

FRISCO

ECONOMIC DEVELOPMENT CORPORATION



Industry Focus

Computers & Electronics
Medical Devices
Telecommunications
Software & Media
Financial Services
Entertainment & Recreation
Wind Energy

Latest Tweets

04:58:10 Dallas tradition chooses Frisco for second location PERCE HARDWARE... more info



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WELCOME TO FRISCO TEXAS

Latest Exide Technology

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SEARCH

Begin your search here for the latest and most relevant information about Frisco, Texas.

SEARCH

TEXAS RISING STAR FRISCO

FRISCO CONVENTION & VISITORS BUREAU

2010 DIVISION I FOOTBALL

Be there for the crowning of a champion on Friday, January 7, 2011 when two teams lace up their pads and hit the field to play at Pizza Hut Park. Tickets on sale now.

PACK THE PARK

Tickets On Sale Now • Pizza Hut Park • Frisco, TX

Museum of the American Railroad

Sci-Tech Discovery Center

2011 NCAA Division I Football Championship

Hotel Search

Check-In: 11/17/2010

Check-Out: 11/17/2010

Category: All Lodging

Connect With Us



SEARCH

BOOK DIRECT

FRISCO THE FASTEST GROWING CITY IN AMERICA

Texas Legends

The Dallas Mavericks' official Minor League Team will play their first home game November 30.

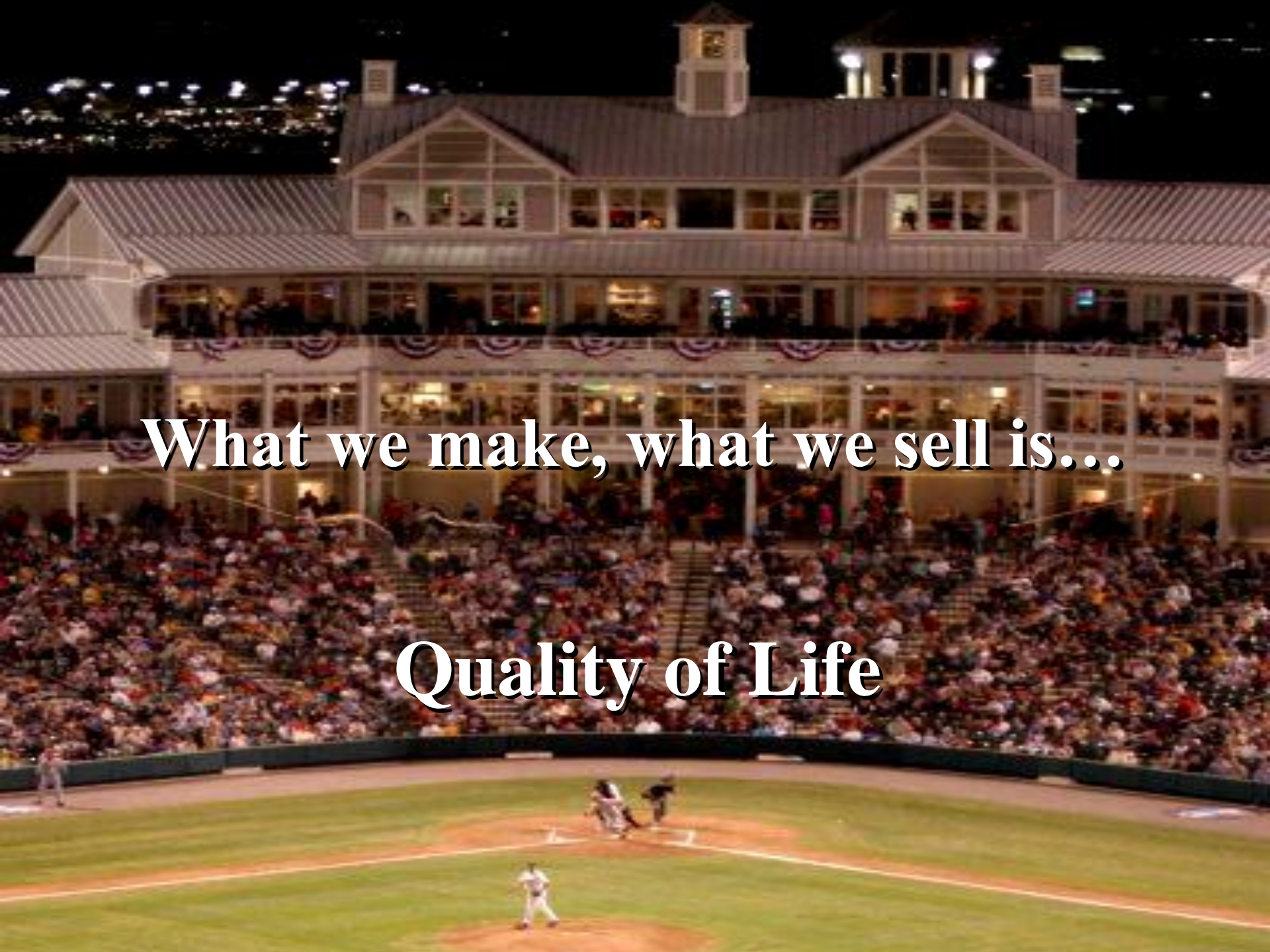
Christmas in the Square

Christmas in the Square is a once-a-year holiday celebration.

Frisco Is More than you expected!



Frisco is located 20 minutes north of downtown Dallas, and 25 minutes from both Dallas Fort Worth International Airport and Love Field. Frisco offers a wide variety of award-winning hotels, shopping, concerts and events, 4 professional sports teams, and over 150



What we make, what we sell is...

Quality of Life



FRISCO CITY HALL 101

Office of the City Secretary

ROLE OF THE CITY SECRETARY



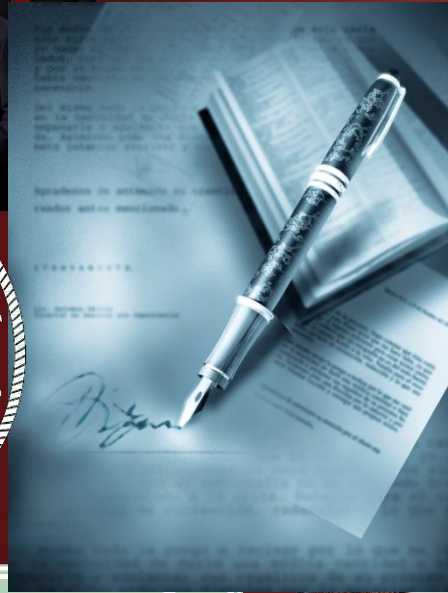
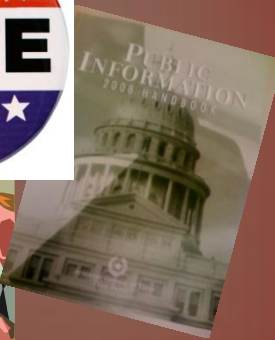
The profession of the Municipal Clerk dates back prior to biblical times and is recognized as one of the oldest “public servants” .

Ancient Greece had a city secretary who read official documents publicly. At the opening of a meeting, one of his first duties was to decree a curse upon anyone who should seek to deceive the people.

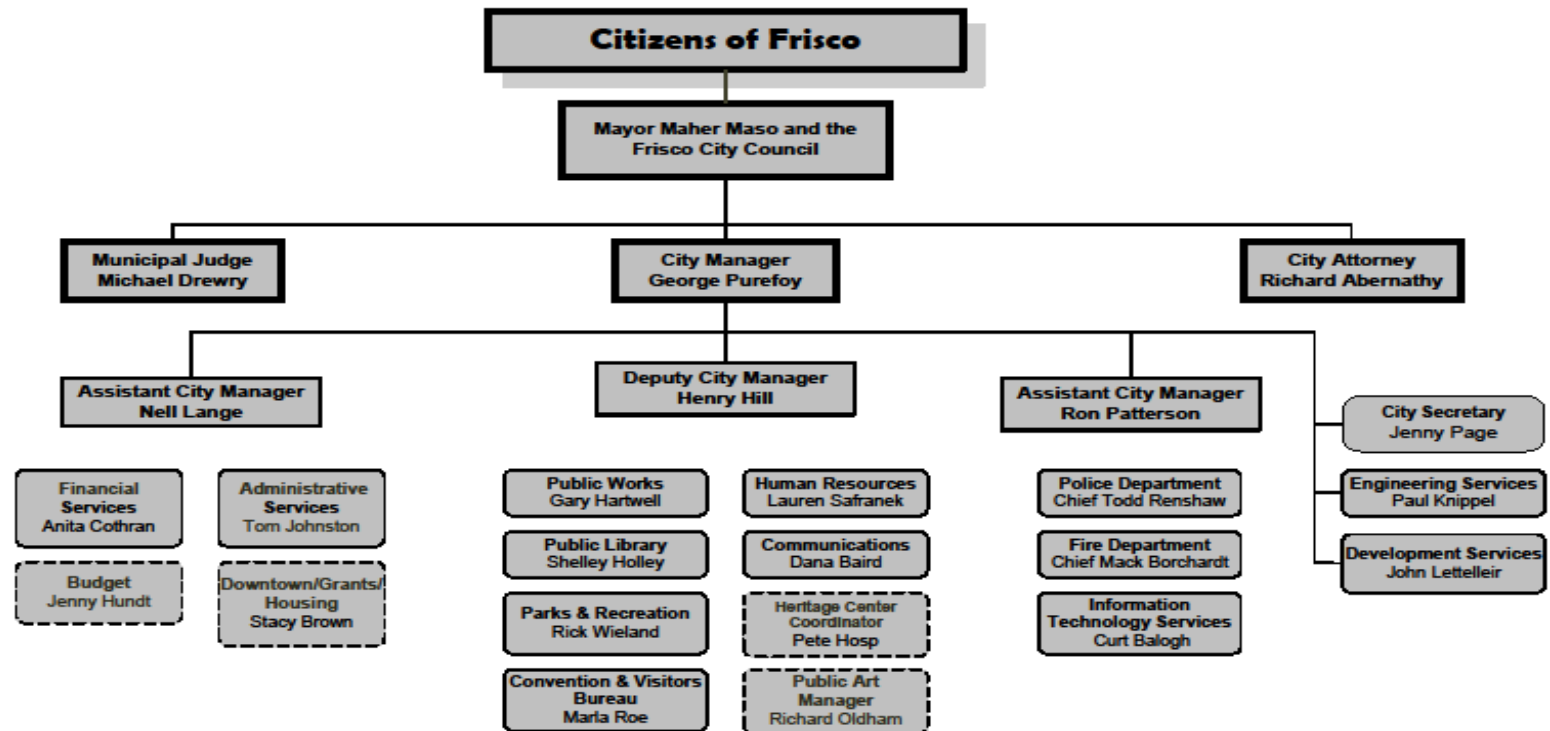


ROLE OF THE CITY SECRETARY

Today...



Organization



City of Frisco
Departmental Organization
Chart
June 2010

Office of the City Secretary Staff

Jenny Page,
City Secretary

Tammy Follett
Sr. Administrative
Assistant

Ophelia Godwin,
Administrative
Assistant



Angela Lunsford,
Records Management
Coordinator

Bonnie Tears
Records Management
Clerk

Responsibilities



- **Maintains The City Seal**
- **Chief Elections Administrator**
- **Records Management Officer, Custodian of all official records of the City**
- **Process Records and Public Information Requests**
- **Process Lawsuits and Official Legal Notices for the City of Frisco**

Responsibilities

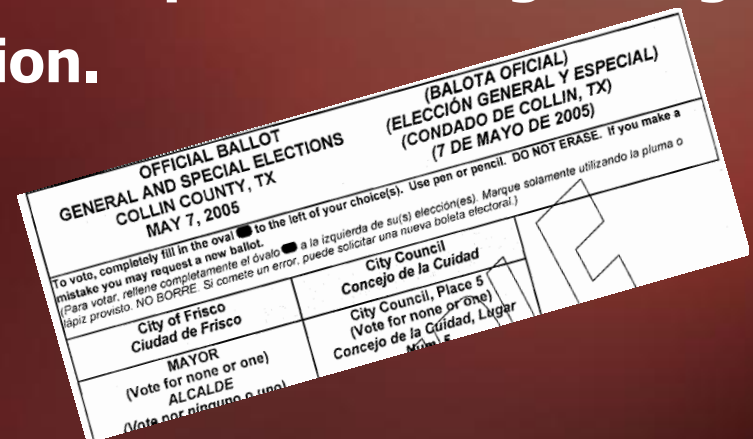
- **Records Minutes from Council Meetings**
- **Audit and Process Council Meeting Paperwork**
- **Petitions**
- **Subpoena for Records**
- **Boards & Commissions**
- **Alcohol Permits**





City Secretary Serves as the Election Official for the City of Frisco.

- Prepares for and conducts city elections in coordination with School and County Officials.
- Compiles the election results and reports to the media and council.
- Responds to voter and candidate questions regarding elections and voter registration.



Records Management

A record is defined as "any information that you create regardless of media".



**The retention and destruction of records is
GOVERNED BY LAW**

**Oversee Records Management Policies and Management of
On-site and Off-site Records**

Records research



Approved Council Documents and Ordinances



- Ordinances and Resolutions are available on our web site at:

<http://sire.friscotexas.gov/sirepub/docs.aspx>

- Codification of Ordinances (Except Zoning)

<http://www.municode.com/resources/gateway.asp?pid=13745&sid=43>

If you are searching for specific Ordinances, Resolutions or contracts. Please contact our office at 972-292-5020 and we can provide you a copy of the Ordinance.

Ordinances and Resolutions

How is an Ordinance or Resolution Adopted?

- **Citizens Request**
- **Council and Mayor's Request**
- **Staff Request**
- **Zoning and Development Ordinances are through the Planning & Development Office**
- **Public Hearings on some Ordinances**



Public Information Act

GOVERNMENT IN THE SUNSHINE!



Texas Public Information Act enacted in 1973 made most local government meetings and records open for the public.



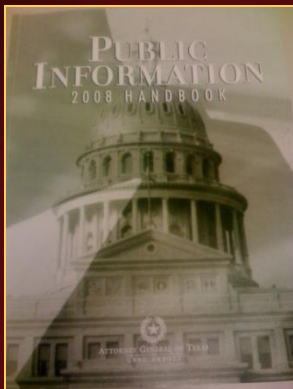
Violation of the Public Information Act can result in investigation by the Attorney General and fines.

Public Information Act

HOW DO I OBTAIN PUBLIC INFORMATION?

To formally become a public information request, all requests must be in writing. Either on the City provided form, your own letter or via email.

Public Information will be provided as quickly as available, there are times records are stored off-site, thus creating a longer time to provide information. Voluminous request may take longer.



If an AG Opinion is sought, the time will take longer for you to receive the information.

Open Meetings Act



- **Ensures all meetings are open to the public with a few exceptions.**
- **Requires posting of notice (Agenda) of the meeting 72 hours in advance of the meeting.**
- **A quorum of members must be present.**
- **A record of the meeting/action must be maintained permanently.**
- **Members cannot discuss business outside of an open meeting.**

Boards & Commissions

1. **Arts of Collin County**
2. **Board of Adjustments /
Construction Board of Appeals**
3. **Collin County Appraisal District**
4. **Parks & Recreation Board**
5. **Convention Visitors Bureau**
6. **Economic Development
Corporation (EDC)**
7. **Urban Forestry Board**
8. **Frisco Square MMD**
9. **Community Development
Corporation (CDC)**
10. **Housing Authority Board**
11. **Housing Trust Fund Board**
12. **Library Foundation Board**
13. **North Texas Municipal Water
District Board**
14. **Planning & Zoning Commission**
15. **Public Art Board**
16. **Other Boards and Committees**

Applications are accepted in July of Every Year
Applicants Must live in the City for 12 months

Questions?

